

STATE OF SOUTH DAKOTA
CONSULTING CONTRACT

AGREEMENT made and entered into this 22nd day of February, 2011 by and between the Office of History, South Dakota State Historic Preservation Office (SHPO), a state agency, of 900 Governors Drive, Pierre, SD 57501, 605-773-3458 (the "State") and The 106 Group Ltd of 370 Selby Avenue, St. Paul, Minnesota 55102, 651-290-0977 (the "Consultant").

The State hereby enters into this Agreement for services with Consultant in consideration of and pursuant to the terms and conditions set forth herein.

1. The Consultant agrees to the Architectural Survey of South Dakota Water Towers project in two stages. Stage I is as follows:

A. The consultant will review primary and secondary source material that is filed at the SHPO, the South Dakota State Archives and the Department of Environmental and Natural Resources (DENR) provided by the state. Materials will include inventory forms for previously identified water towers, existing statewide and local historic contexts, published histories, historical and current maps, photographs, the DENR inventory of elevated water storage tanks, and any relevant compliance reports and any other materials relevant to the project.

B. Collaborate with the State to contact (via email and/or mail) municipalities with drinking water systems, including rural water systems and districts, identified in the DENR inventory to request baseline information on them (e.g., type, style, date of construction, builder).

- The survey shall be limited to municipal water towers, which are defined as elevated storage tanks by the DENR.
- The State will take the lead on coordinating with the DENR Drinking Water Program and all municipalities to notify them about the survey.
 - The 106 Group will prepare a letter for the State to send out on its own letterhead to municipalities and via email.
 - If needed, the State will send a follow up letter and/or email to municipalities that do not respond two weeks after the initial communication.
- Assume up to two efforts will be made with follow up communication by the 106 Group.
 - If after two attempts by the 106 Group to contact a municipality, the State at its discretion may attempt to directly contact the municipality or remove the municipality from the survey with a final decision no later than March 25, 2011.

C. State will provide baseline data in a table, including a pre-assigned SHPO inventory for each tank that will enable the consultant to add further data (per research task in 1A) and conduct some basic analysis that they will use to develop selection criteria. The selection criteria will be determined in collaboration with the state.

D. Selection criteria will be used to plan the survey that will include examples of the array of types and styles of municipally owned water towers (elevated storage tanks)

D. Selection criteria will be used to plan the survey that will include examples of the array of types and styles of municipally owned water towers (elevated storage tanks) found across the state, including those of different ages, and which cover a wide geographic region.

E. Based on the DENR inventory information, the survey will include 150 structures for inclusion in the survey, of which 125 will be surveyed at the reconnaissance level and 25 at the intensive level during Stage II.

F. Through the life of this project, the consultant will regularly communicate with the designated State project contact Paul Porter. It is anticipated that three conference calls will be required during Stage I.

- A kick-off conference call at the start of the project
- One to develop the selection criteria; and
- One to select the water towers to be included in the survey

G. Throughout the duration of the project the 106 Group will submit monthly progress reports to the State, prior to the 15th of each month by email or conference call.

H. The State will provide the following at the start of Stage I

- Copies of all previously surveyed data
- Access to relevant files
- Contact information for the DENR Drinking Water Program and all municipalities with drinking water systems in the state identified in the DENR inventory form including contact person, mailing address and phone number
- Assistance in obtaining relevant GIS data
- Any other pertinent project data, preferably in electronic format

1. The Consultant's services under this Agreement shall commence on February 21, 2011 and end on September 2, 2011, unless sooner terminated pursuant to the terms hereof.

2. The Consultant will use the following State equipment, supplies or facilities: The consultant will have access to survey and National Register nomination forms housed at the State Historic Preservation Office associated with the project.

3. The State will make three installment payments for services for Stage I of this project.

- 30% to begin the project, February 22, 2011
- 30% for the draft survey list, April 8, 2011
- 40% for the final survey list, April 30, 2011

The TOTAL CONTRACT AMOUNT is an amount not to exceed \$12,600 for Phase I. An amendment to this contract will be added once the number of water towers to survey have been identified for Phase II of this project. The State will not pay Consultant's expenses as a separate item. Payment will be made pursuant to invoices submitted with a signed state voucher.

5. The Consultant agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section

does not require the Consultant to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

6. The Consultant, at all times during the term of this Agreement, shall obtain and maintain in force applicable insurance coverage of the types as follows:

A. Commercial General Liability Insurance: The Consultant shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance: The Consultant shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

C. Worker's Compensation Insurance: The Consultant shall procure and maintain workers' compensation and employers' insurance as required by South Dakota law.

The Consultant shall furnish copies of insurance policies if requested by the State.

7. While performing services hereunder, the Consultant is an independent contractor and not an officer, agent, or employee of the State of South Dakota.

8. Consultant agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Consultant or the State to liability. Consultant shall report any such event to the State immediately upon discovery.

Consultant's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Consultant's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Consultant to report any event to law enforcement or other entities under the requirements of any applicable law.

9. This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Consultant breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Consultant at the time of termination may be adjusted to cover any additional costs to the State because of Consultant's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Consultant it is determined that

Consultant was not at fault, then the Consultant shall be paid for eligible services rendered and expenses incurred up to the date of termination.

10. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

11. This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

13. The Consultant will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.

14. The Consultant may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Consultant will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Consultant will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

15. Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to Paul Porter, on behalf of the State, and by The 106 Group Ltd., on behalf of the Consultant, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

16. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

17. All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

In Witness Whereof, the parties signify their agreement effective the date above first written by the signatures affixed below.

STATE

BY: 

Jim Hagen, Secretary
Dept. of Tourism

DATE: 02/23/2011

CONSULTANT

BY: 

The 106 Group Ltd.

DATE: March 1, 2011

- State Agency Coding (MSA Center): 0442020228BO
- State Agency MSA Company for which contract will be paid: 2010
- Object/subobject MSA account to which voucher will be coded: 52041300
- Name and phone number of contact person in State Agency who can provide additional information regarding this contract: Paul R Porter (605) 773-6005.